



**कमला नेहरु कॉलेज ( यूनिवर्सिटी ऑफ़ दिल्ली)**  
**KAMALA NEHRU COLLEGE ( UNIVERSITY OF DELHI)**  
**अगस्त क्रांति मार्ग AUGUST KRANTI MARGE**  
**नई दिल्ली – 110049 NEW DELHI - 110049**

**TENDER DOCUMENT FOR HIRING OF MANPOWER & SECURITY SERVICES**

REF. NO.: KNC/EP/2024/१०२

Date : 01.07.2024

**Time schedule for tender process:**

Sale of tender document commence from	03.07.2024
Last date for Sale of tender document	24.07.2024
Last date for receipt of duly filled in tenders	24.07.2024
Date and Time of the opening Technical Bids	29.07.2024
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

**1. NOTICE INVITING TENDER:**

Kamala Nehru College has invites sealed tenders under "**TWO BID SYSTEM**" for selection of an manpower agency for the purpose of hiring of Manpower & Security Services at the Kamala Nehru College in order to maintain & provide the services of manpower & security at Kamala Nehru College.

The details of the tender are given below:-

- a. Description of Services: selection of Manpower Agency for the purpose of hiring of manpower & security services at the Kamala Nehru College premises in order to maintain the proper manpower & security at Kamala Nehru College.
- b. Closing date & time for submission of bids: ..... at **2.00 pm**
- c. Date & time of opening of Bid: ..... at 4.00 pm
  - i. Technical bid: Kamala Nehru College Authorized Committee members (in presence of the tenderers or their authorized representatives.
  - ii. Financial bid : After evaluation of Technical Bid
  - iii. Bid validity up to: 90 days from the date of opening of financial bid
- d. Correspondence Address : Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049.



"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. Kamala Nehru College will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Tender documents for Hiring of Manpower & Security Services can be obtained from College & DU Website and E-Publishing Portal i.e. <https://eprocure.gov.in/eprocure/app> & [www.knc.edu.ac.in](http://www.knc.edu.ac.in) & [www.du.ac.in](http://www.du.ac.in)

The tender document is not transferable to any other person. The tender document can also be downloaded from the Kamala Nehru College official website [www.knc.edu.ac.in](http://www.knc.edu.ac.in) & [www.du.ac.in](http://www.du.ac.in)

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the Financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "Tender for Security Services at Kamala Nehru College.

### **3. GENERAL TERMS AND CONDITIONS**

The tenderers are requested to go through the following terms and conditions before submitting their tender documents:

1. The Tender shall be downloaded from website Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender:
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored/ rejected.
4. The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
5. The company or firm must be registered under private security Act 2005. Attach copy of certificate of the registration.
6. The company or firm will provide GSTIN (Goods and Service Tax Registration No.) along with bid. Further company of firm will provide monthly challan for payment of GST along with bill.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as:-
  - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (ii) A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
  - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer



dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

8. The tender submitted in sealed envelope super-scribed "Tender for Hiring of Manpower & Security Services" should be addressed to the Principal, Kamala Nehru College, August Kranti Marge, New Delhi-110049, should be sent through the speed post/courier only. By hand bids shall not be accepted. The tenders (technical bids) will be opened on the same day at 3.00 P.M. at Kamala Nehru College, in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.

9. Offers on original tender document will only be considered. The tender document is to be submitted by Courier/Speed Post only at Administration Department. Offers submitted by fax, electronic medium, post or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.

10. Tenders received after the specified date and time due to any reasons, including postal delay, shall not be considered for bidding.

11. Please note that offers not accompanied by the required EMD shall be out rightly rejected.

12. The tender shall be awarded to the lowest financial bidder. The EMD of unsuccessful bidders will be refunded in due course of time. Tenderers who satisfy the technical conditions stipulated in the tender document and who have enclosed all the documents (as listed in essentials) required will alone be considered as qualified

Tenderers and alone will be considered for "Opening the Financial Bid in Envelope B". For the items mentioned in Financial Bid the lowest price quoted is the criterion for selection.

13. A Demand Draft of Rs.170000/- (Rupees One Lakh Seventy Thousand only) is required to be deposited as Earnest Money Deposit ( 2% of Tender Value) in favour of "Principal, Kamala Nehru College" payable at New Delhi (exempted in case of bidders having NSIC certification). The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill the following conditions:

(i) An Agreement is signed by him in the prescribed form within 10 (Ten) days of the receipt of letter awarding the contract. The tenderer will have to provide security services immediately on receipt of the work order.

(ii) The bids should be valid for at least 90 days from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited by Kamala Nehru College

15. Any conditional offers made by the agency or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.

16. Kamala Nehru College reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.

17. The Manpower & Security Agency shall not appoint any Sub-company/Sub-Agency to carry out any obligation under the contract.

18. The Manpower & Security Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of the Agency deployed at Kamala Nehru College.

19. The Manpower & Security Agency shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in the College and wages book may be maintained by the Manpower Agency in respect of each Security Guard/Man Power.

20. The quoted rates shall not be less than the minimum wages of central government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Man power Security Agency which does not abide by the minimum wages Act, as notified by central government on the date of submitting of tender will be out rightly rejected.

21. In the event of revision of minimum wages fixed by central government are more than rates quoted by the tenderer, the rates shall be revised accordingly. The Onus for producing the copy of notification will be of Manpower Security Agency.



22. The Manpower & Security Agency shall in no case pay its employees less than the minimum mandatory rates as specified by central government per month. The payment should be made to the Manpower & security guards through ECS (Electronic Clearing Service) and a record of that should be kept in a register which may be examined by the College at any time. In case of ESI, EPF and Bonus to individual employees, the Manpower Security Agency shall produce original challans/receipts to the Institute for the records.
23. The Manpower & security agency shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.
24. The Manpower & Security Agency shall be responsible for engaging adequately trained manpower required for providing good Security Service and other services ( housekeeping & guard) in the Institute.
25. The employees of the Manpower & Security Agency should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced.
27. The Manpower & Security Agency will, prior to the commencement of the operation of contract, make available to Kamala Nehru College the particulars of all the employees who will be employed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
28. The Manpower & Security Agency shall be responsible for the payment of wages and allowances as per Minimum Wages Act in force and all statutory dues to the persons employed by him for providing the Manpower Security Services. The Manpower Security Agency shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by Kamala Nehru College under this contract. Further the Security Agency shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the Manpower Security Agency shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against Kamala Nehru College, the Security Agency shall be required to reimburse to Kamala Nehru College any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. Kamala Nehru College shall also have the right to deduct these amounts from the payment due to the Manpower & Security Agency while releasing the payments.
29. In case of any theft or pilferages, loss or others offences, the Agency will investigate and submit a report to Kamala Nehru College and maintain liaison with the Police. FIR will be lodged by Kamala Nehru College, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Further the employee/guards deputed at Kamala Nehru College must be trained in respect of operation of Fire Fighting Equipments.
30. In case of any loss that might be caused to Kamala Nehru College due to lapse on the part of security personnel discharging security responsibilities will be borne by the Agency and in this connection, Kamala Nehru College shall have the right to deduct appropriate amount from the bill of contracting Agency to make good such loss to Kamala Nehru College besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Agency, Kamala Nehru College shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
- A. The Manpower & Security Agency contract shall remain valid for a period of One year and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving two month notice to the other party. Nevertheless, Kamala Nehru College may terminate the contract of the Security Agency without any notice in case the Security Agency commits a breach of any of the terms of the contract. Kamala Nehru College decision that a breach has occurred will be final and shall be accepted without demur by the Security Agency.
- B. Neither Party shall be bound to give any reason for termination of the contract as provided in para (A) above.
31. The Manpower & Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Delhi ( NCR) on the location of Kamala Nehru College.



32. The Manpower & Security Agency shall be responsible to maintain the equipment and other articles supplied by the Kamala Nehru College in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Manpower Security Agency itself.
33. Kamala Nehru College shall in no way be responsible for any default with regard to any statutory obligation and the Manpower & Security Agency will indemnify Kamala Nehru College in case of any damage or liability, which may arise on account of action of Security Agency.
34. Services to be provided by Manpower Security Agency is indicated in the Annexure-I attached.
35. i. Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.
  - ii. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Principal Kamala Nehru College New Delhi as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
  - iii. The Arbitration proceedings shall be held at Kamala Nehru College.
  - iv. The language of the arbitration proceedings shall be in English or Hindi. The Arbitrator shall give a speaking and reasonable award.
36. Tender shall be accompanied by the relevant documents including the following:-
  - I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Security Agency is currently providing/has provided Security Services.
  - II) Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract.
37. The Manpower & Security Agency will liaise with the designated officer of Kamala Nehru College and report to him every month to make checks on day-to-day activities of the Manpower Security Service. The Security Agency shall extend full co-operation to the designated officer from time to time.
38. On termination of the agreement the Security Agency will hand over all the equipment/articles as supplied by the Kamala Nehru College in good working condition back to Kamala Nehru College.
39. The Manpower & Security Agency will work in close co-operation and co-ordination with other agencies working at site.
40. The Manpower & Security Agency shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the Manpower Security Agency is unsatisfactory, the Security Agency shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Agency.
41. Kamala Nehru College is not bound to provide any mode of transport in respect of Manpower security personnel or material required for the contract.
42. The payment of wages shall be made directly by the Security Agency to his workmen and not through Thekedars. No amount shall be deducted from the wages of the workmen by way of commission of the Thekedars.
43. All statutory obligations under various laws from time to time will have to be met by Security Agency for which payment shall be made to him during the contractual period, as per Minimum wages Act.
44. The Manpower & Security Agency shall at all times indemnify the owner and its officers, servants and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/ or property or person of any sub-contract and or the servants or agents of the Security Agency any sub-Security Agency (s) and or the owner and the Security Agency shall at his own cost and initiative at all times, maintain all liabilities under



Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

45. The payment shall be released on monthly basis after satisfactory completion of the services. The bills should be accompanied by same certificate as Kamala Nehru College may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
46. The Manpower & Security Agency shall deposit 5% of the annual value as Security Deposit with Kamala Nehru College. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the Security Agency to Kamala Nehru College.
47. The Manpower & Security Agency will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration.
48. As per Kamala Nehru College policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
49. The workmen employed by the Security Agency shall be directly supervised and controlled by the Manpower Security Agency, and shall have no relation whatsoever with Kamala Nehru College shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against Kamala Nehru College for service or regularization of services by virtue of being employed at Kamala Nehru College against any temporary or permanent posts at Kamala Nehru College, New Delhi
50. The services rendered shall be to the satisfaction of the Kamala Nehru College Authorities.
51. The Manpower Security Agency shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESI, PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt. from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to Kamala Nehru College each month along with claim for payment.
52. The Manpower Security Agency shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
53. The agreement will be valid for a period of one year subject to review at the discretion of Kamala Nehru College authorities at mutually
54. Decision of Kamala Nehru College with regard to interpretation of the terms and conditions shall be final and binding on the Agency.
55. Kamala Nehru College shall determine the composition of ex-servicemen and/or non-ex-servicemen Security Supervisor and Security Guards at its own discretion and award of contract will be given accordingly. The Security Agency has to provide Security Supervisor & Security Guards as per decision of Kamala Nehru College.
56. That in case of any dispute the jurisdiction will be Delhi.

  
PRINCIPAL

**KAMALA NEHRU COLLEGE  
AUGUST KRANTI MARG  
NEW DELHI-49**



**4. SCOPE OF WORK**  
**MANPOWR & SECURITY SERVICE CONTRACT**

As per the requirement & Norms

**TERMS AND CONDITIONS:**

1. The bidder/applicant should be experienced in providing necessary man power to perform the required services i.e. peon/attendant, sweeper, security guards, supervisor, mali, Ground Man, Plumber, Electrician, & Attendant etc. (for all the categories i.e., unskilled, semi skill & skilled) and has been in this line of activity for not less than 3 years, and is engaged in providing such manpower service to at least two esteemed/reputed organizations as on \_\_\_\_\_. The bidder/applicant should furnish necessary copies of the work orders/ Government work orders along with the quotations evidencing allotment of such contract work by the said organization (s).
2. The bidders have to submit an EMD (2%) of Rs..... while submitting the bid/quotes.
3. The bidder to whom the contract is allotted is required to provide persons for KAMALA NEHRU COLLEGE. The persons to be hired should be meet with the eligibility criteria to the post and should be well acquainted with well working knowledge of English & Hindi **with basic skills of Computer**.
4. The successful bidder has to provide suitable manpower services for the peon/attendant, security guards, supervisor, Mali, Ground-man, Plumber, Electrician, & Attendant etc. or as per our demand from time to time.
5. The successful bidder has to submit the Performance Security Deposit of Rs. 5% of Rs 9 lacs of the estimated value as per norms.
6. The person deployed by the bidder should cooperate with the department's personnel and are expected to attend the job entrusted to them and they do not have any reservation on the selection of the job.
7. The performance of the persons will be supervised by the Competent Authority of College and they are expected to act according to their directions/instructions.
8. The Contractor has to withdraw such person (s) who does not perform according to the expectations of the department and such person (s) should be replaced with an efficient person (s), as per requirement of the College.
9. The Contractor has to ensure that the required persons are as per the demand of college, has to be maintained regularly and if at any point of time, any of the persons do not turn-up, the bill amount shall be restricted accordingly.
10. The Competent Authority may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such inspection. The bidder should also be prepared to retain their personnel or deploy their personnel in times of need/urgency even at short notice to attend such exigencies in need/requirement.
11. The successful bidder is responsible for replacement of any of the property of the College, if, at any time it is noticed that such damages occurred on account of negligence of the personnel, appointed by the Contractor.
12. The successful bidder should ensure that their personnel should be deployed from 8.00 AM till 4.30 PM in the evening, with break for lunch from 12.00 Noon to 12.30 PM or as per requirement of the

department. The College functions from Monday to Saturday. The department follows 6 day week policy with Sunday as closed holiday. However, on certain occasions, the department functions even on Sunday and the successful bidder is required to depute their personnel on such occasions as requirement.

13. The persons deployed by the successful bidder have no claim for any Government complement/ service in the Kamala Nehru College (University of Delhi) and the successful bidder is solely responsible for their Service Conditions.
14. The department will enter into a contract with the successful bidder and the contract will be valid for a minimum period of two years subject to the terms and conditions in the detailed Agreement.
15. The Principal, Kamala Nehru College is totally empowered to cancel the agreement with the Contractor at any time without furnishing any reasons, if it is found that the performance of the services is not to the satisfaction of College.
16. The Payment in respect of this service contract is subjected to Tax Deduction at Source as per provisions of the Income-Tax Act, 1961. In respect of other statutory obligations such as PF, ESI, etc., the successful bidder is solely responsible for the same.
17. The person/s deployed by the Contractor must be in Uniform & its maintaining charges lies at the end of Contractor.
  1. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Kamala Nehru College as per following duty point and requirement on shift basis.

<b>Particulars</b>	<b>Security</b>	<b>Security</b>
	<b>Guard (Male)</b>	<b>Guard (Female)</b>
<b>Administration/Main Building</b>		
<b>Total</b>		



**Kamala Nehru College Main Building**

S.No.	Place	First Shift	Second Shift	Third Shift
		Guards	Guards	Guards
1.	Gate No – 1	8.00am to 8.00pm	8.00pm to 8.00am	(2 persons)
2.	Gate No- 2 ( Main Gate)	1-Lady Guard (9 .00 am to 5.30 pm) 1-Gents Guard (6.00 am to 2.00 pm)	Gents Guard – 2.00pm to 10.00pm)	10.00am to 6.00pm (3+1)= 04 persons
4.	Gate No - 4	8.00am to 8.00pm	8.00pm to 8.00am	(02 persons)
	Total			

1. The Manpower & security Agency must engage ex-service men as security guard. The security should be literate Guards with at least 10th Certificate), able to read, write and understands, Hindi & English languages. They should have first aid training in the area of handling firefighting equipment.
2. The Manpower security staff and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately.
3. The Manpower security personnel assigned duties at the Kamala Nehru College, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any Manpower security staff is found to misbehave or indulges in misconduct of any nature, the Manpower & security agency shall be asked to replace that person.
4. The Manpower & security agency shall verify character, attendance of security personnel before deployment in Kamala Nehru College, Delhi. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Agency should be submitted to the Kamala Nehru College authorities. Kamala Nehru College reserves the right to verify the antecedents of the Manpower security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
5. The Manpower & security deployed shall not be changed by the security agency on their own until and unless so warranted.
6. Kamala Nehru College will not be responsible to provide any residential accommodation to security personnel deployed by Manpower Security Agency.
7. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
9. It would be the responsibility of the Manpower & Security Agency to maintain and ensure full-proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass duly signed by the concerned official.
10. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that Kamala Nehru College property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
11. The care-taker/supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
12. The Manpower Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the Kamala Nehru College is being taken out un-authorized. Similarly random frisking of staff and



students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of Kamala Nehru College. Secondly, female security guards should do the frisking of female students/staff.

13. Kamala Nehru College officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances Kamala Nehru College reserves the right to cancel the security contract or impose a penalty of Rs. 2000/-per such occurrence.
14. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the Manpower security persons on duty shall immediately intimate the Admn. Officer and/or other officers. List of official member phones or Mobile phone numbers of Kamala Nehru College officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the Kamala Nehru College officers immediately.
15. Agency shall compulsorily provide mobile phones to the Security Guard.

5. **PERFORMA OF TECHNICAL BID** (To be deposited along with Tender Document in separate sealed cover-I super scribed as "**Technical Bid**" and all the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered).

The tenderer needs to submit the following documents with their tender documents:

- A. Copy of the license issued by the appropriate authority to run the Security Agency.
- B. EMD (Interest free) of Rs. 1,70,000/- (Rupees One Lakh Seventy Thousand only) in the form DD in favour of Kamala Nehru College, New Delhi.
- C. Performance Certificate for the last 05 years from the clients to whom the security agency provided services.
- D. Turnover – Manpower & Security Agency should not have turnover less than Rs. 25 Lakhs in each of the last five years i.e. 2019-20,2020-21,2021-22,2022-23 & 2023-24 or more than 50 Lakhs together. (ITR and certificate duly certified by the CA to be attached).
- E. Client list – preferably professional educational institutes/Govt. offices should be specified in the following proforma:



**KAMALA NEHUR COLLEGE,**  
**TECHNICAL BID FOR MANPOWER & SECURITY SERVICES**

1. Name of the Tenderer's firm : \_\_\_\_\_
2. Office Address : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_
3. Name of authorized representative(s) : \_\_\_\_\_
4. Registration Certificate copies enclosed for
- i) P.F. Regn. No. : \_\_\_\_\_
- ii) E.S.I. Regn. No. : \_\_\_\_\_
- iii) GST No. : \_\_\_\_\_
- iv) Labour License (Central) Regn. No. : \_\_\_\_\_
- v) PAN CARD No. : \_\_\_\_\_
- vi) License under the Private Security Agencies (Regulation) Act – 2005:  
\_\_\_\_\_ (Please enclosed copies of the same).



**6. PERFORMA OF FINANCIAL BID (to be submitted in a sealed envelope in the same cover)**

The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.

Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Kamala Nehru College as per following duty point and requirement on shift basis.

Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner(C) issued order vide notification File No.No.1/10(6)/2018-LS-II dated 03.04.2018.

<b>Rate Statement (As per norms of Central Government Wages)</b>		
<b>S. No.</b>	<b>Description</b>	<b>Rate per guard / Supervisor for 30 days</b>
1.	Security Guards	Rs. _____ (In words _____) Per month (Inclusive of PF & ESI and service charges)
2.	Lady Security Guard	Rs. _____ (In words _____) Per month (Inclusive of PF & ESI and service charges)
3.	Housekeeping staff	Rs. _____ (In words _____) Per month (Inclusive of PF & ESI and service charges)
4.	Office Attd/mali etc.	Rs. _____ (In words _____) Per month (Inclusive of PF & ESI and service charges)

**Note: Goods and Service Tax (GST) as per prevalent rules shall be paid by Kamala Nehru College if applicable**

In case of events organized by the Kamala Nehru College, Delhi the agency shall provide the extra manpower & security personnel at the prices quoted above only.

Date \_\_\_\_\_

Name & Signature

(Company Seal)



**UNDERTAKING & ACCEPTANCE LETTER BY THE MANPOWR & SECURITY  
AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for providing manpower & security services at Kamala Nehru College. I/We agree to all these conditions and offer to provide manpower & security services at Kamala Nehru College. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (Kamala Nehru College) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Manpower & Security  
Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mob. : \_\_\_\_\_

Email ID: \_\_\_\_\_



Sealed bids on behalf of Principal, Kamala Nehru College (University of Delhi) are invited for "**TENDER DOCUMENT FOR HIRING OF MANPOWESECURITY SERVICES**" at Kamala Nehru College, through speed post/registered post/courier before **24.07.2024** at **17:30 Hrs.**

## IMPORTANT DATES

Publish Date	03.07.2024	14:00 Hrs.
Document Download / Sale start Date	03.07.2024	14:00 Hrs.
Document Download / Sale end Date	24.07.2024	17:00 Hrs.
Bid Submission Start Date	03.07.2024	09:00 AM
Bid Submission End Date	24.07.2024	17:30 Hrs.

  
PRINCIPAL  
KAMALA NEHRU COLLEGE  
AUGUST KRANTI MARG  
NEW DELHI-49